

Patcham Memorial Hall. Registered Charity 213464

ANNUAL REPORT OF THE TRUSTEES OF PATCHAM MEMORIAL HALL for the year January 1st to 31st December 2021

TRUSTEES' ACTIVITIES, ACTIONS and EVENTS in 2021

Committee Work In 2021

In 2021 the Management Committee comprised seven people appointed as Charity Trustees, the estates management member who is not a Trustee, and a local resident appointed as a new committee member at the previous AGM in September 2021. In addition, a caretaker who is contracted on a self-employed basis, also contracted during the year. Six members of the committee are residents in the Patcham area covered by BN1 8 or BN1 5 postcodes (previously Patcham parish). Membership of the Board includes appointed representatives from two Brighton-based branches of national charities: University of the Third Age (U3A) and the Confederation of Women's Institutes (WI), both being long-term supporters and users of the Hall. A number of clauses in the Memorandum and Articles relate to rules around their appointment, duties and resignation, and they are eligible to vote. Currently we have two appointed members representing Patcham U3A and one appointed member sits for the WI; as there are two places per charity, we await an additional appointee from the WI. Christine Eden's appointment as a second U3A representative and trustee was confirmed in February 2021. We are always delighted to welcome new trustees to share the running of the Hall and share the tasks and decision making across our community.

Government COVID-19 restrictions have been gradually easing over the year and the full Board has been able to meet twice over this year, minutes being taken by the charity's Secretary and approved by those meeting. In addition, correspondence related to estates and expenditure for discussion and approval was carried out by email and online, to mitigate health risks in physical attendance. Trustees and attendees are asked to declare any conflict of interest in agenda items, and no conflict of interest has been apparent or declared this year. We continue using a standardised agenda, with Standing Items of Finance, Bookings, Estates, Discussion points and AOB. The Charity's Annual Return was completed, and accounts submitted, as required by the Charity Commission, in October 2021.

The officers (Treasurer etc) and the estates committee also met to progress special projects, including our ongoing renovations. We are pleased that we have now completed the installation of a Air Source Heat Pump system, to replace the gas and electric storage heating. An initial feasibility study was paid for by last year's crowdfunding initiative. It will reduce our long-term heating bills and be more ecologically sustainable.

After one of the Brighton & Hove City councillors for Patcham, who was active on our behalf, resigned we had hoped to maintain our links with the remaining two but have experienced little contact.

With our long-term refurbishment plan nearly complete, the work of the Estates Sub Committee continues under the eye of John Hogg, providing guidance and expertise on capital expenditure for larger projects that will benefit the hall and its users. The cleaning and maintenance of the hall together with ensuring compliance of legal and statutory requirements are of primary concern to the Estates Team in order to provide a safe, welcoming and clean environment for hall users. This was of particular importance during the COVID-19 crisis, and we have been noting other halls' approaches to cleaning.

The Trustees would like to thank John Hogg for leading on the management of the refurbishment programme, commissioning tenders for work, and monitoring the progress of the work.

The new wildlife garden is developing well. Our small venture into creating a wildlife and 'rewilding' area has been much commented on and we are very pleased to have pre-empted current gardening trends! Thanks also to Jan Mulreany & Maria Hogg who have been actively maintaining the garden as a gardening taskforce.

During 2021 our bookings have gradually built up thanks to the persistence and patients of John Williams.

Covid has had a serious impact on our running of the hall. With no income from bookings, our excellent Treasurer, Hugh Woodhouse has maintained a constant and proactive vigilance in applying for the available grants and financial support from the Government to keep us in a good financial state and many thanks are due to him for our current financial stability.

Planning for 2022 and beyond

We shall maintain recommended post-Covid safety standards so as to keep the hall open for both new and existing users. We will continue to monitor other halls' activities and Government guidance and reinforce compliance with our own and the Charity Commission guidance and regulations.

Other plans

- Redecoration of the hall.
- Installation of WiFi since the Covid regulations have reinforced the usefulness of online platforms such as Zoom, Team, Face Time for distance participation in courses, meeting etc.
- Purchase of a screen and projector for use by hall hirers. The Patcham Community Association could be approached for a contribution to funding these.
- Purchase and install black out blinds to improve the use of the projector
- Reorganisation and redecoration of the green room following the ingress of squirrels.

Our next Big Event will be in February 2024, the centenary of the opening of the Memorial Hall which we will start planning for soon. We would welcome more Patcham residents to join the Managing Committee so that we can have more local people to help us with planning, researching and presenting a suitable display for that celebration. Gaining more general support in running the Hall is another objective: up to two positions are vacant at the moment. This would be especially useful to supplement some of the other work we do, such as representing the PMH charity at local events and, when invited, to contribute to consultations, eg. planning committees etc. The role is voluntary, and doesn't involve having to become one of the legal Trustees, although we would welcome eligible people for this too. Younger members of the community and those with marketing, fundraising and social media skills, would be ideal!

Many thanks to our management team and supporters for their hard work in keeping the hall going as we moved into a post Covid period.

Elizabeth Storey

Chair, PMH Trustee & Management Committee

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TRUSTEES AND OFFICERS for 2021

Trustees are appointed for three years, in order to maintain continuity in decision-making and locus of responsibility. The following people continued in their service to our community in 2021:

Elizabeth Storey, Chair [elected, resident]

Hugh Woodhouse, Treasurer [elected, resident]

Jan Mulreany, Charity Secretary [elected, contracted user group]

John Williams, Bookings manager

Mary Taylor, WI rep

Pamela Hubbard and Christine Eden, U3A reps

John Hogg, Estates Manager and local resident

Maria Hogg, local resident and gardening workforce

Sophie Hogg, contracted caretaker

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